

**MEMORANDUM FOR:** Deputy Director (Support)

**SUBJECT :** Office of Security Annual Report for 1958

1. This memorandum is for information only.

2. In a continuing effort to make our annual report to you as comprehensive and yet as simple as possible, it is being presented this year in large part in the form of graphs representing some of the principle activities of this office which lend themselves to graphic presentation. In addition to simplicity, this affords comparisons with workloads and accomplishments of preceding years. I believe you will find each chart self-explanatory. The subjects of the attached charts are as follows:

Chart 1 - Overt and Semi Covert Cases Received

Chart 2 - Overt and Semi Covert Cases Given Full  
Field Investigations

Chart 3 - T/O Staff Applicant Cases Received and  
Cases Approved

Chart 4 - Processing Time for Applicant Type Cases

Chart 5 - Covert Cases Received

Chart 6 -  Cases Received  
and Field Man Hours Expended Thereon

Chart 7 - Counter Audio Surveillance Inspections

Chart 8 - Headquarters Security Violations

3. In addition to the charts listed above there is also attached as Table "A" a compilation of statistics on some miscellaneous activities carried on in the area of physical security and in the control, support, and service of overt activities.

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4. As in the past, I wish to point out that a great deal of the work of this office in counseling, guiding, and supporting Agency operations and personnel cannot be accounted for statistically. I refer to such activities as our research, analysis and investigations in counterintelligence; research, development and training in counter audio surveillance techniques, and contributions to the National Security Council Technical Committee in this connection; research and implementation of physical security techniques (during this period largely connected with the new building); alien affairs support; originating and recommending security policy; war planning; participating in State-Defense Military Information Control Committee inspections of the over-all security of foreign countries ([redacted] surveyed in 1958); and polygraph research, operational support and training.

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5. A few specific noteworthy accomplishments which were implemented by the Office of Security during 1958 are:

- a. Consolidating our overt and covert files into one Division.
- b. [redacted]
- c. Aiding the DCI in his responsibility in connection with investigations of unauthorized disclosures of intelligence sources or methods under Section 5, NSCID-1 (new series) revised 15 September 1958.
- d. Implementing the Agency Security Re-Indoctrination Program which commenced 9 January 1958 and was attended by 4,876 employees during the year.
- e. Coordinating and planning with OTR for security movies for indoctrination purposes.
- f. Equipping all Agency safes with plastic dial covers as a protection against surreptitious entry.
- g. Continuing to furnish 52 professional and 9 clerical security careerists in assignments overseas and giving them technical security supervision and guidance.
- h. Establishing a Security Officer position for the Western Europe area which will be filled in 1959.

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i.

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- j. Establishing overt and covert security staffs to function exclusively in the security protection of the new building during its construction.

k.

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6. It is also noted that our training program is an intensive and continuing effort which presents regular courses of instruction to our personnel on various security subjects. These courses are the:

- a. Special Agents Course
- b. Polygraph Course
- c. Security Officers Field Course
- d. Countermeasures Course
- e. Project Security Officers Course
- f. Physical Security Course

In addition, we present ad hoc tutorial indoctrinations in security subjects to other personnel of the Agency as required.

7. The annual Agency statistical report on accidents will be submitted at a later date upon receipt and compilation of the pertinent statistics.

Sheffield Edwards  
Director of Security

Attachments as indicated

Distribution: Orig = 1 Addressee

1 - Activities File

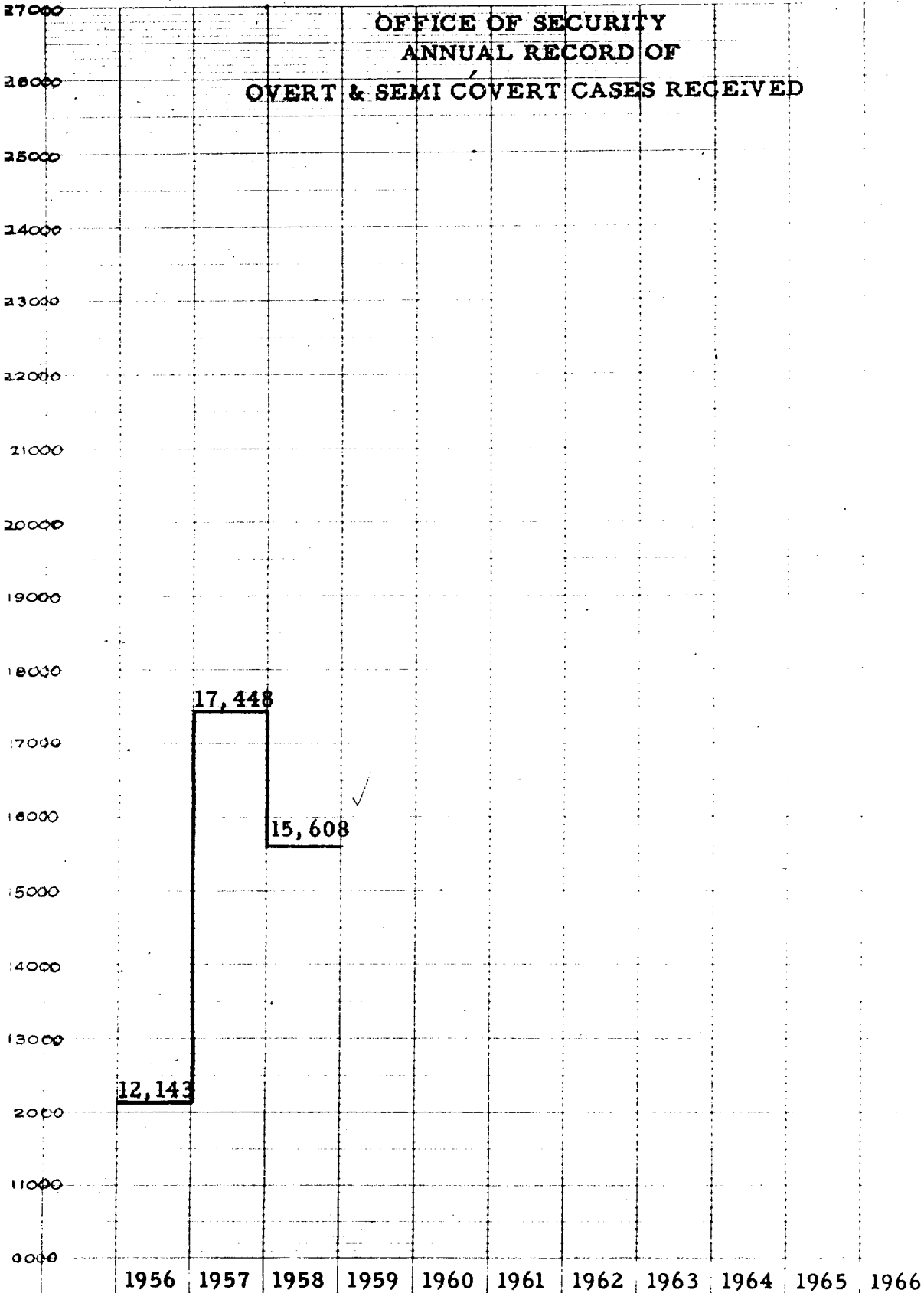
1 - Chrono File

1 - A&TS

**SECRET**

Chart #1

**OFFICE OF SECURITY  
ANNUAL RECORD OF  
OVERT & SEMI COVERT CASES RECEIVED**



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Chart #2

OFFICE OF SECURITY  
ANNUAL RECORD OF  
OVERT & SEMI COVERT CASES GIVEN  
FULL FIELD INVESTIGATION

*This chart used "Overt & Semi Covert  
Cases Rec'd" figures in  
Table B of monthly reports*

*Revise future years to  
use total Full Field  
Investigations for O & SC  
plus Coverts ~~completed~~  
from New Table <sup>of new</sup> E, Chart #7  
of monthly reports*

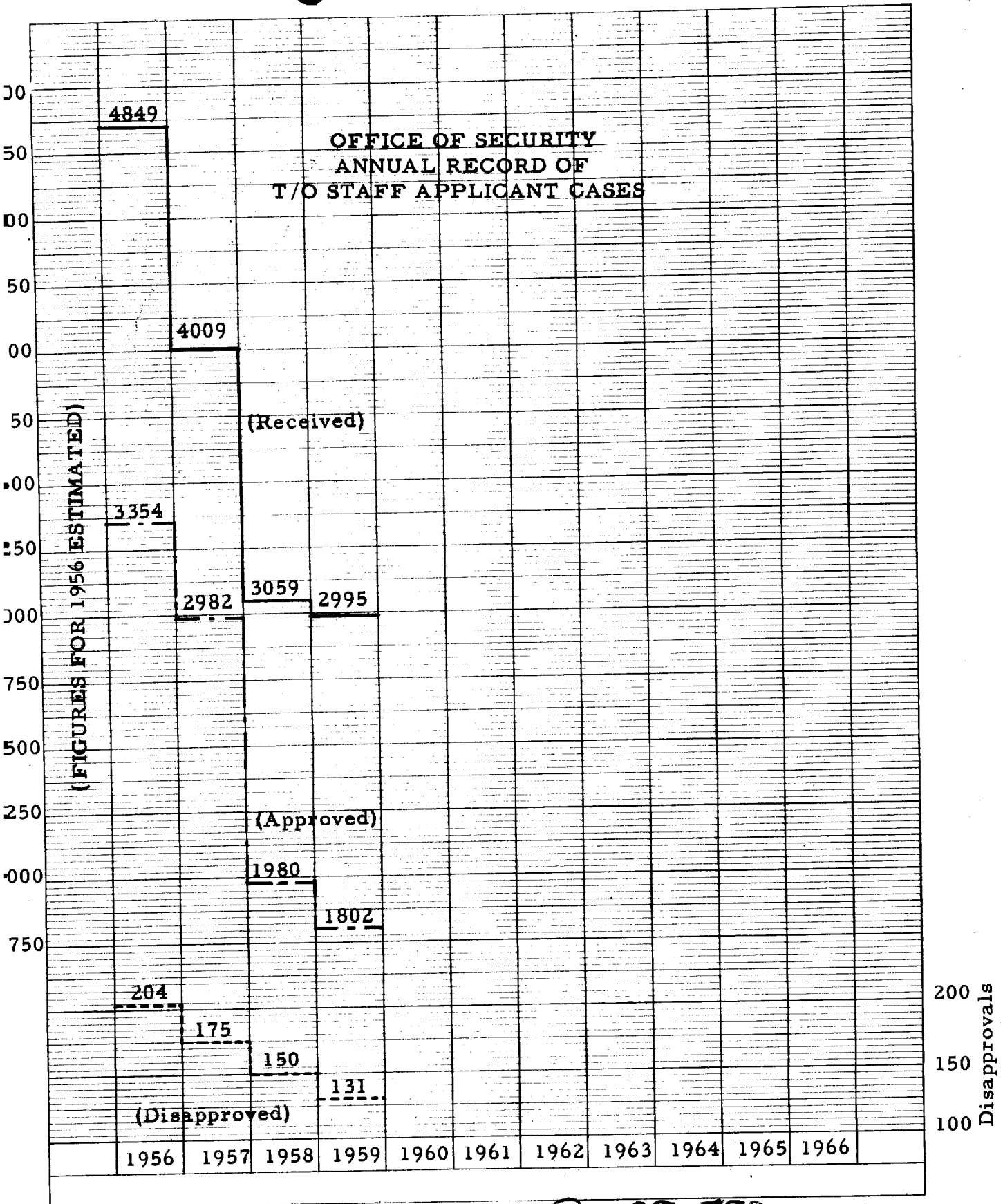
7369 7048 7082

1956	1957	1958	1959	1960	1961	1962	1963	1964	1965	1966
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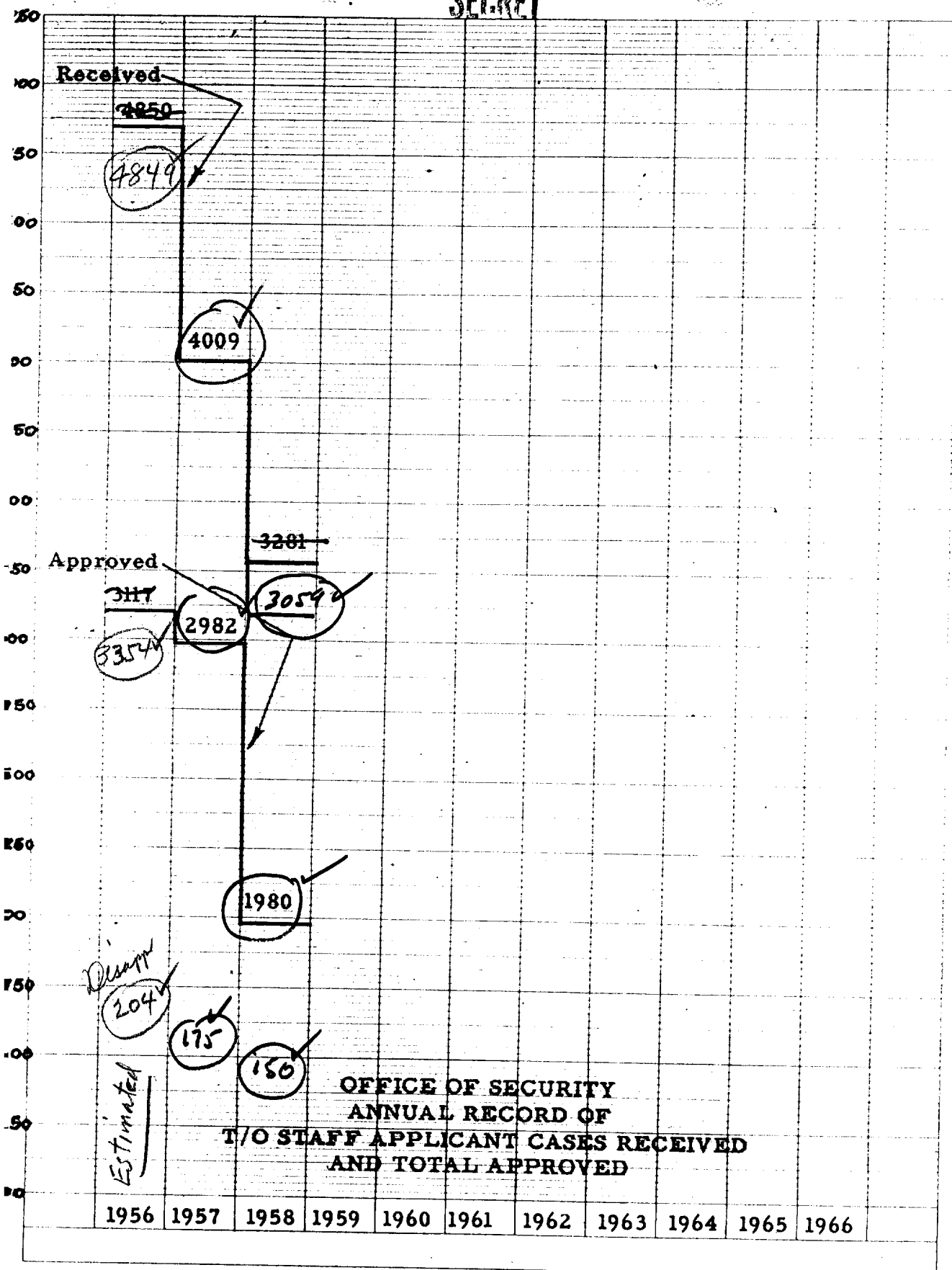


Chart #3

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**OFFICE OF SECURITY  
ANNUAL RECORD OF  
PROCESSING TIME FOR  
"APPLICANT TYPE" CASES**

Average  
number of  
days in  
process.

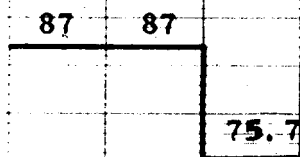


Chart #4

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Carl: a run down on  
OTHERS

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1958

Overseas Vios

OTHERS

30 JAN 1959

Dec	24	5
Nov	37	8
Oct	29	12
Sept	41	6
Aug	25	5
July	42	11
June	16	12
May	20	6
April	27	3
March	32	1
Feb.	37	1
Jan	20	6

Total = 350 overseas

540 HQS

890  
350  
540

Total 890

78

(most violations but  
were investigation)

Consider these  
the HQ violations

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**OFFICE OF SECURITY  
ANNUAL RECORD OF  
MISCELLANEOUS ACTIVITIES**

**PHYSICAL SECURITY**

	<u>1956</u>	<u>1957</u>	<u>1958</u>
Physical security surveys	262	131	356
Safe combinations changed	5,869	8,151	6,245
Visitor badges issued	106,967	101,053	91,959
Armed escort of classified material within the U. S.	113	91	81

**CONTROL, SUPPORT AND SERVICE OF OVERT ACTIVITIES**

	<u>1956</u>	<u>1957</u>	<u>1958</u>
Requests for CIA record checks received from other agencies	25,720	30,911	29,410
Security files reviewed in response to other agency requests	1,828	1,699	1,961
Employees interviews (Returnees, Resignees, Official Travelers and Special)	6,985	7,487	6,757
Employees' transfer and reassignment actions reviewed	4,459	6,209	5,680
Requests for liaison contacts with other agencies	7,904	7,838	9,203
Employees' requests for approval of outside activities (outside instruction, travel, publications, miscellaneous)	4,480	4,645	6,163

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OFFICE OF SECURITY  
ANNUAL RECORD OF  
HEADQUARTERS SECURITY VIOLATIONS  
AGENCY

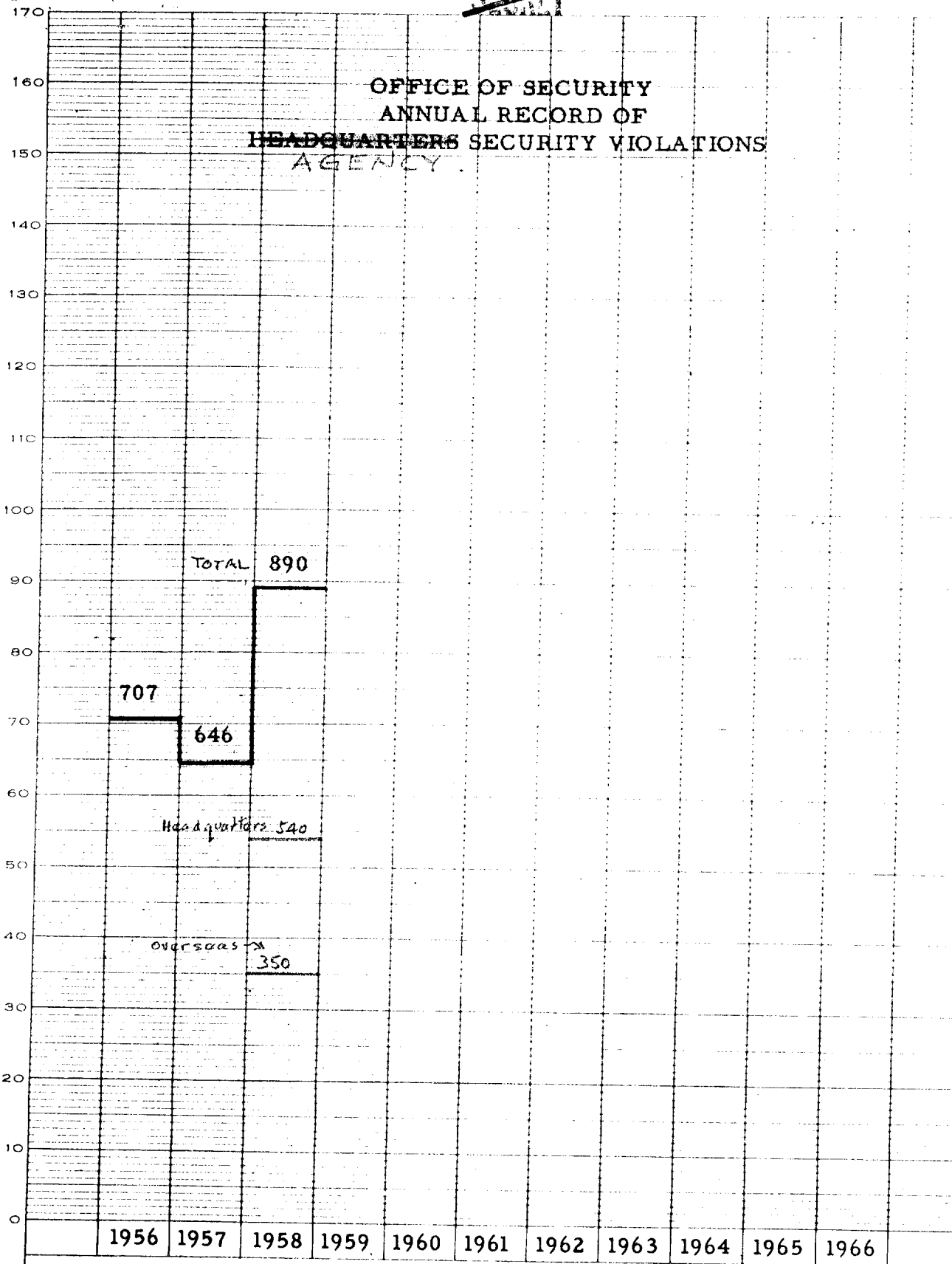


Chart #8

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